



MENLO PARK
CITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
MINUTES
June 07, 2016, 6:00 PM
Menlo Park City School District Office
181 Encinal Avenue, Atherton, CA 94027

Attendance Taken at 6:02 PM:

Present:

Jeff Child
Maria Hilton
Stacey Jones
Joan Lambert
Terry Thygesen

I. CALL TO ORDER & ROLL CALL

Minutes:

Board President Jeff Child called the meeting to order at 6:02 p.m. All members of the Board were present.

II. REVIEW AND AMEND THE AGENDA

Quick Summary:

Amendments to the agenda can be made at this time.

Motion Passed: Passed with a motion by Terry Thygesen and a second by Joan Lambert.

Yes Jeff Child
Yes Maria Hilton
Yes Stacey Jones
Yes Joan Lambert
Yes Terry Thygesen

Minutes:

A motion to amend the agenda was made, to move V.a. World Language Update to be addressed after V.b. Board and Superintendent Committees.

It was moved/seconded (Thygesen/Lambert) and the Board voted unanimously (5/0) approved the request to amend the agenda.

III. SPECIAL RECOGNITION

III.a. Honoring Certificated and Classified 2015-16 Retirees (15 minutes)

Quick Summary:

Certificated Retirees: Honoring Retiree Masie Chin (10 years of service) Encinal Honoring Retiree Dawn Edgren (41 years of service) Encinal Classified Retirees: Honoring Retiree Mary Beckstrom (29 years of service) Laurel

Minutes:

The Board honored the following certificated and classified retirees for 2015-16:

MASIE CHIN

Encinal Principal, Sharon Burns, thanked Ms. Chin for her 10 years of service to MPCSD.

DAWN EDGREN

Laurel Principal, Linda Creighton, and Encinal Principal, Sharon Burns, along with several other staff members shared their memories, experiences and heartfelt gratitude for Ms. Edgren's 41 years of service to MPCSD. Some of the comments were; very loyal to both Laurel and Encinal school communities, went above and beyond for students, taught parents how to support their children at home and will be very much missed.

MARY BECKSTROM

Teachers and parents shared highlights of Ms. Beckstrom's 29 year career with MPCSD.

Board member Terry Thygesen said, "on behalf of the Board, thank you to Masie, Dawn and Mary for your years of service to MPCSD."

III.b. Honoring Measures A & C Campaign Chairs (10 minutes)

Quick Summary:

Thank you to Jody Buckley and Scott Hinshaw for their leading Measures A & C parcel tax campaigns.

Minutes:

Superintendent Ghysels thanked the two Co-Chairs, Jody Buckley and Scott Hinshaw, for their hard work and dedication on the Measures A & C campaigns.

IV. COMMENTS FROM THE AUDIENCE

Quick Summary:

Under Comments from the Audience, a community member may address the Board on any subject. An individual may only address the Board once under this item. Three (3) minutes are allotted to each speaker but can be extended by a Board member if so desired. Please note that speaking time cannot be delegated to another person. The Board cannot act on non-agenda items and cannot respond to issues other than to provide general information. However, Board

members will take any comments under advisement and can give direction to the Superintendent to follow up if warranted. We request that an individual fill out a speaker card and provide his/her name and address before addressing the Board; however this is not required.

Minutes:

The following community members addressed the Board:

Caroline Lucas
Vic Vuchic
Sydney Merk
Caryn Wasserstein
Jen Wolosin
Mary Beth Suler
Stacey Wueste

V. REPORTS / DISCUSSION

V.a. World Language Update (15 minutes)

Quick Summary:

Assistant Superintendent, Erik Burmeister, will update the Board on the District's world language programs for the 2016-17 school year. This update is a follow up to the world language overview provided by Encinal, Laurel and Oak Knoll principals on February 9, 2016.

Minutes:

Assistant Superintendent, Erik Burmeister, presented an update to the Board on the District's World Language K-5 program. The presentation included an overview of the District's Teaching and Learning Strategic Direction and the District's Guiding Principal on academics. Mr. Burmeister's presentation also reviewed the work done during the 2015-16 school year, a program proposal moving forward which detailed elementary and middle school program strands, and a two phase implementation plan. (Presentation is available on MPCSD's Agenda OnLine.)

The Board asked Mr. Burmeister some clarifying questions and then took public comment.

The following members of the audience addressed the Board:

Steve (last name not provided)
Caryn Wasserstein

V.b. Board and Superintendent Committees (45 minutes)

Quick Summary:

Superintendent Ghysels will present for Board discussion the engagement of the Finance and Audit Committee (Bylaw 3.2) for the delivery of financial information to the public; the creation of a Board Task Force for Teacher and Staff Recruitment and Retention; the establishment of a Superintendent Ad Hoc Committee for parent and community giving;

and updates of existing Board and Ad Hoc Committees.

Minutes:

Superintendent Ghysels presented an overview of the District's Board and Superintendent Committees. The presentation included background information, a description of Board and Superintendent existing Ad Hoc Committees, preliminary recommendations for new committees, and a timeline. (Presentation is available on MPCSD's Agenda OnLine.)

The Board reviewed all existing and proposed committees. The Board discussed the proposed new committee: Recruitment and Retention Board Task Force in greater detail. Some Board comments and questions were; is this Task Force going to look into housing for staff and discuss unused housing/space with the City, let's see if there are ways to explain our salary and benefits, and are we comparable to like districts?

The Board also discussed the upcoming election dates. Some of the Board's comments/feedback were; the need for a full community engagement strategy, clarified some confusion related to the District's most recent parcel tax campaign, provided history regarding past campaigns, stated that the Board is looking for a long term solution and not a short term one.

The Board addressed the need to explain the District's financials and make more information available on the District's website, engage the community, and possibly offer public input meetings in the fall.

Superintendent Ghysels will work on the bylaws for the new proposed committees over the summer and plan to bring this item back to the Board in the fall.

The following members of the audience addressed the Board:

Vic Vuchic

Jennifer Bestor

Caryn Wasserstein

VI. PUBLIC HEARINGS (DISCUSSION/REPORT)

VI.a. PUBLIC HEARING (DISCUSSION) and Review of the Draft Local Control Accountability Plan (LCAP) for 2016-17 (30 minutes)

Quick Summary:

The public will have the opportunity to provide feedback to the Board regarding the draft of the LCAP. The Board will discuss the draft LCAP and staff and members of the public will be given the opportunity to provide input. The draft of the LCAP will be posted on the District's website for written comment following this hearing. It is also included in the June 7 Regular Board meeting material. Scheduled date for Board action is June 13, 2016.

Minutes:

The Public Hearing on the Local Control Accountability Plan (LCAP) Draft opened at 8:24 p.m. by Board President Jeff Child.

There was one public comment from MPEA Co President Jacqui Cebrian. Hearing no additional response from the audience, President Child declared the Public Hearing closed at 8:26 p.m.

Assistant Superintendent, Erik Burmeister, reviewed the draft of the Local Control Accountability Plan (LCAP) with the Board.

The LCAP will be submitted to the Board for approval at the next Regular Board meeting on June 13, 2016.

VI.b. PUBLIC HEARING (DISCUSSION) and Review of Proposed Budget for 2016-17 (60 minutes)

Quick Summary:

The public will have the opportunity to provide feedback to the Board regarding the proposed 2016-17 budget. Chief Business and Operations Officer, Ahmad Sheikholeslami will present a review of the proposed budget for 2016-17 that will reflect provisions from the State Proposed Budget, property tax projections, as well as expenditure projections using the latest information available. Mr. Sheikholeslami will outline the issues and challenges the District will face with its multi-year budget with the loss of Measure A and C Parcel Tax election on May 3, 2016. Attached is the complete 2016/17 Adopted Budget report and required forms. Scheduled date for Board action is June 13, 2016.

Minutes:

The Public Hearing on the Proposed Budget for 2016-17 opened at 9:03 p.m. by Board President Jeff Child.

Chief Business and Operations Officer, Ahmad Sheikholeslami, presented the 2016-17 proposed budget report (available on MPCSD's Agenda OnLine.) The budget report reviewed the District's multi-year revenue and expenditure breakdown and assumptions, reserve levels, an overview of the district's challenges and concerns, and next steps.

The following members of the audience addressed the Board:

Carolyn Wasserstein
Jennifer Bestor
Mary Beth Suler
Caroline Lucas

President Child declared the Public Hearing closed at 9:23 p.m.

VI.c. PUBLIC HEARING (DISCUSSION): Resolutions Establishing Amount of Parcel Taxes for July 1, 2016 - June 30, 2017 (20 minutes)

Quick Summary:

The following four Resolutions allow the Board to adjust the level of parcel taxes for 2016-17 in accordance with the provisions of the parcel taxes approved by the electorate. Each parcel tax will be increased by 2.7%, the level of increase of the Bay Area Consumer Price Index. Resolution No. 15.16.18 Establishing Amount of Parcel Taxes for 2016-17: Measure C - 2010 Resolution No. 15.16.19 Establishing Amount of Parcel Taxes for 2016-17: Measure B - 2003 Resolution No. 15.16.20 Establishing Amount of Parcel Taxes for 2016-17: Measure A - 2003 Resolution No. 15.16.21 Establishing Amount of Parcel Taxes for 2016-17: Measure A - 2000 Scheduled date for Board action is June 13, 2016.

Minutes:

The Public Hearing on four Resolutions Establishing the Amounts of Parcel Taxes for 2016-17 opened at 9:29 p.m. by Board President Jeff Child. Hearing no response from the audience, President Child declared the Public Hearing closed at 9:30 p.m.

President Child confirmed with the District's Chief Business and Operations Officer, Ahmad Shikholeslami, that the increases to the parcel taxes are due to CPI increases.

VI.d. PUBLIC HEARING (DISCUSSION): Resolution No. 15.16.22 of the Governing Board of the Menlo Park City School District, San Mateo County, California, Increasing Level 1 Developer Fees; Approval of CEQA Exemptions (10 minutes)

Quick Summary:

The Governing Board will hold a Public Hearing regarding increasing Developer Fees as authorized by Education Code Section 17620. Board adoption of Resolution No. 15.16.22 allows for the adjustment of Developer Fees as authorized by Education Code 17620. Scheduled date for Board action is June 13, 2016.

Minutes:

The Public Hearing on Resolution No. 15.16.22 to Increase Level 1 Developer Fees; Approval of CEQA Exemptions was opened at 9:34 p.m. by Board President Jeff Child. Hearing no response from the audience, President Child declared the Public Hearing closed at 9:35 p.m.

VI.e. PUBLIC HEARING (DISCUSSION): Resolution No. 15.16.23 Required Accounting for Education Protection Account (EPA) (5 minutes)

Quick Summary:

The public will have the opportunity to comment on Resolution No. 15.16.23 Required Accounting for Education Protection Account. Scheduled date for Board action is June 13, 2016.

Minutes:

The Public Hearing on Resolution No. 15.16.23 to Require Accounting for Education Protection Account (EPA) was opened at 9:35 p.m. by Board President Jeff Child. Hearing no response from the audience, President Child declared the Public Hearing

closed at 9:36 p.m.

VI.f. PUBLIC HEARING (DISCUSSION/REPORT) Senate Bill (SB) 858 Requirement - Restatement of Reserves for the 2016-17 Budget (10 minutes)

Quick Summary:

The public will have the opportunity to comment on the District's Restatement of Reserves for the 2016-17 Budget. Senate Bill (SB) 858 requires districts to report reserves in excess of the state minimum requirement.

Minutes:

The Public Hearing on Senate Bill (SB) 858 Requirement - Restatement of Reserves for the 2016-17 Budget was opened at 9:37 p.m. by Board President Jeff Child. Hearing no response from the audience, President Child declared the Public Hearing closed at 9:38 p.m.

VII. DISCUSSION/ACTION

Minutes:

Board member Terry Thygesen had to leave the meeting early due to a family commitment.

VII.a. Recommendation for Early and Late Entry into Kindergarten for 2016-17 School Year (5 minutes)

Quick Summary:

RECOMMENDED ACTION: The Board approves the students recommended for Early and Late Entry into Kindergarten for the 2016-17 school year.

Motion Passed: Passed with a motion by Stacey Jones and a second by Joan Lambert.

Yes Jeff Child

Yes Maria Hilton

Yes Stacey Jones

Yes Joan Lambert

Absent Terry Thygesen

Minutes:

It was moved/seconded (Jones/Lambert) and the Board voted unanimously (4/0) to approve the students recommended for Early and Late Entry into Kindergarten for the 2016-17 school year.

VII.b. Authorization for the Hillview Associated Student Body (ASB) Leadership to Travel out of San Mateo County and Stay Overnight (5 minutes)

Quick Summary:

Per Board Policy 6153, authorization from the School Board is required for this field trip because it is outside of San Mateo County and is an overnight trip. Hillview Principal, Willy Haug, and Assistant Principal, Danielle O'Brien, will be present at the Board

meeting to provide further information for the Board. RECOMMENDED ACTION: The Board gives authorization for the Hillview Associated Student Body Leadership (25-33 students) to attend the Disney Youth Education Series Leadership Workshop from August 11-14, 2016.

Motion Passed: Passed with a motion by Joan Lambert and a second by Stacey Jones.

Yes Jeff Child

Yes Maria Hilton

Yes Stacey Jones

Yes Joan Lambert

Absent Terry Thygesen

Minutes:

Assistant Principal, Danielle O'Brien, was present to answer any clarifying questions about the requested overnight trip.

It was moved/seconded (Lambert/Jones) and the Board voted unanimously (4/0) to approve the request for Hillview Associated Student Body Leadership students to attend the Disney Youth Education Series Leadership Workshop from August 11-14, 2016.

VII.c. Adjust Salary Range Placement with California School Employees Association (CSEA) (5 minutes)

Quick Summary:

In order for the District to attract and retain qualified staff in the School Administrative Assistant and District Office Administrative Assistant classification, CSEA and the District agreed to adjust the salary ranges so that the classification is in line with other MPCSD classified staff rankings when compared state wide. This increase, effective July 1, 2016 will be an ongoing cost to the District approximately \$15,000 and will result in the classifications being ranked at 95% statewide.

RECOMMENDED ACTION: The Board approves the recommendation to adjust the salary ranges for School and District Office Administrative Assistant classifications to align with other MPCSD classified rankings, which, are currently ranked at 95% statewide.

Motion Passed: Passed with a motion by Stacey Jones and a second by Joan Lambert.

Yes Jeff Child

Yes Maria Hilton

Yes Stacey Jones

Yes Joan Lambert

Absent Terry Thygesen

Minutes:

It was moved/seconded (Jones/Lambert) and the Board voted unanimously (4/0) to approve the recommendation to adjust the salary ranges for School and District Office Administrative Assistant classifications to align with other MPCSD classified rankings

which, are currently ranked at 95% statewide.

VIII. STAFF REPORTS TO THE SCHOOL BOARD

VIII.a. Assistant Superintendent's monthly report

Minutes:

Assistant Superintendent, Erik Burmeister, updated the Board on the following:

- Looking forward to summer professional development
- Hiring for 2016-17 is almost done

VIII.b. Director of Student Service's monthly report

Minutes:

Director of Student Services, Ginny Maiwald, did not report.

VIII.c. Chief Business and Operations Officer's monthly report

Minutes:

Chief Business and Operations Officer, Ahmad Sheikholeslami, updated the Board on the following:

- Construction at Laurel Upper Campus is going well, it will be a very busy summer, all furniture for the new school has been purchased
- Working on a new food service vendor, should have a recommendation to the Board soon

VIII.d. Superintendent's monthly report

Quick Summary:

Stanford and Sequoia Union High School District and K-8 schools

Minutes:

Superintendent Ghysels updated the Board on the following:

- Partnership with Stanford and surrounding district Superintendents is moving along

VIII.e. Members of the School Board's monthly report

Minutes:

Members of the School Board did not report.

IX. CONSENT AGENDA

Minutes:

Item a. No items were removed from the Consent Agenda.

Item b. - Item i. were approved by the Board and a roll call vote was taken for Item i. Resolution No. 15.16.25.

Item j. The Board approved the consent agenda. See minutes under Item j. for Board approval and vote.

IX.a. Removal - Items from Consent Agenda

Quick Summary:

Information concerning the consent items listed below has been forwarded to each Board member prior to the meeting for study. All items on the consent agenda are routine in nature and will be acted upon in one single motion. If any member of the Board, the Superintendent, or the public so requests, an item shall be removed from the consent agenda and will be placed on the regular order of business following the approval of the consent agenda for separate discussion and action.

IX.b. Approval of Certificated and Classified Personnel Orders

IX.c. Approval of Student Services Agreements

IX.d. Approval of Vendor Warrants and Employee Reimbursement

IX.e. Approval of Resolution No. 15.16.24 Budgetary Increases and Transfers

IX.f. Approval of School Board Meeting Minutes for meetings held in May 2016

IX.g. Approval of Service Agreement between TENMARKS Education and MPCSD for Online Math Software

IX.h. Approval of Agreement with Jacqueline M. Horejs to Provide Educational Consulting Services

IX.i. Approval of Resolution No. 15.16.25 Approving Change to the San Mateo County Special Education Local Plan (SELPA) in the Area of Local Education Agency Participants

IX.j. Approval of Consent Agenda

Quick Summary:

RECOMMENDED ACTION: The Board approves the Consent Agenda. A roll call vote will be taken for any resolutions.

Motion Passed: Passed with a motion by Stacey Jones and a second by Joan Lambert.

Yes Jeff Child

Yes Maria Hilton

Yes Stacey Jones

Yes Joan Lambert
Absent Terry Thygesen

Minutes:

It was moved/seconded (Jones/Lambert) and the Board voted unanimously (4/0) approved the Consent Agenda. A roll vote was taken for Resolution No. 15.16.25.

X. WRITTEN COMMUNICATIONS

Quick Summary:

The Board received the following written communications: San Mateo County Office of Education examination of MPCSD's Second Interim Financial Report for 2015-16 San Mateo County Treasurer - Monthly/Quarterly Investment Report, April 2016

Minutes:

The Board received the following written communications:

- San Mateo County Office of Education examination of MPCSD's Second Interim Financial Report for 2015-16
- San Mateo County Treasurer - Monthly/Quarterly Investment Report, April 2016

XI. FUTURE MEETINGS

Quick Summary:

The next Regular meeting of the Board is Monday, June 13, 2016. Board meetings are held at the Menlo Park City School District, TERC Building, 181 Encinal Avenue, Atherton. (Unless otherwise noted on final Board meeting agenda.)

Minutes:

The next scheduled meeting of the Board is Monday, June 13, 2016 at 5:00 p.m. Regular Board meetings are held at the Menlo Park City School District, TERC Building, 181 Encinal Ave., Atherton.

XII. ADJOURNMENT

Minutes:

There being no further business to come before the Board, the meeting was adjourned at 9:54 p.m.

Board President/Vice President

Superintendent
